

PERSONNEL COMMITTEE MEETING MINUTES
THURSDAY, OCTOBER 20, 2016
LARGE MEETING ROOM – SISTER BAY FIRE STATION
2258 MILL ROAD

The October 20, 2016 meeting of the Personnel Committee was called to order by Committee Chair Pat Duffy at 4:35 P.M.

Present: Committee Chair Pat Duffy and Committee members Kathy Enquist and Denise Bhirdo.

Staff Members: Village Administrator Zeke Jackson, Finance Director Tasha Rass, and Assistant Administrator Janal Suppanz.

Approval of Agenda:

A motion was made by Enquist, seconded by Bhirdo that the Agenda for the October 20, 2016 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

Approval of minutes as published:

A motion was made by Duffy, seconded by Enquist that the minutes for the August 30, 2016 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

Comments, correspondence and concerns from the public:

Duffy noted that no new correspondence had been received, and then asked if anyone wished to address a non-agenda item. No one responded.

Business Items:

Item No. 1. Discussion on a proposal to disperse sick leave credit to qualified employees with an HSA contribution, (which could result in possible tax and WRS savings); Consider a motion for action if necessary:

Item No. 2. Discussion on a proposal to create a Maintenance Technician II position in the Parks Department to facilitate work and contribute to succession planning; Consider an appropriate motion for action:

A motion was made by Duffy, seconded by Bhirdo that Agenda Item No. 1 – Discussion on a proposal to disperse sick leave credit to qualified employees with an HSA contribution, (which could result in possible tax and WRS savings); Consider a motion for action if necessary, and Agenda Item No. 2 – Discussion on a proposal to create a Maintenance Technician II position in the Parks Department to facilitate work and contribute to succession planning; Consider an appropriate motion for action, shall be tabled until the next meeting of the Personnel Committee. Motion carried – All ayes.

Item No. 3. Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits, and §19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, and preliminarily consider specific personnel problems or investigate charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect on the reputation of any person mentioned in such histories or data, or involved in such problems or investigations:

At 4:37 P.M. a motion was made by Duffy, seconded by Enquist that the Personnel Committee convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits, and §19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, and preliminarily consider specific personnel problems or investigate charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect on the reputation of any person mentioned in such histories or data, or involved in such problems or investigations.

A roll call vote was taken on the motion, and the Committee members voted in the following fashion:

Bhirdo – Aye; Duffy – Aye; Enquist – Aye

Motion carried.

Item No. 4. Consider a motion to reconvene into open session:

At 5:50 P.M. a motion was made by Duffy, seconded by Bhirdo that the Personnel Committee reconvene into open session.

Another roll call vote was taken and the Committee members again voted in the following fashion:

Bhirdo – Aye; Duffy – Aye; Enquist – Aye

Motion carried.

Item No 5. Consider a motion to take action, if required:

A motion was made by Bhirdo, seconded by Enquist that the Personnel Committee Chair shall contact the Village President and inform him of the conversation which took place during the previously mentioned closed session. With the Village President's approval the Chair of the Personnel Committee shall take the actions which were agreed upon in closed session. Motion carried – All ayes.

Item No. 5. Matters to be placed on a future agenda or referred to a Committee or Commission:

The next meeting of the Personnel Committee has been scheduled for Thursday, November 10, 2016 at 4:30 P.M. At that meeting the following issues will be addressed.

- Discussion on a proposal to disperse sick leave credit to qualified employees with an HSA contribution, (which would result in possible tax and WRS savings); Consider an appropriate motion for action.
- Discussion on a proposal to create a Maintenance Technician II position in the Parks Department to facilitate work and to contribute to succession planning; Consider an appropriate motion for action.

Adjournment:

A motion was made by Bhirdo, seconded by Enquist to adjourn the meeting of the Personnel Committee at 5:55 P.M. Motion carried – All ayes.

1 Respectfully submitted,

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3 Janal Suppanz,

4 Assistant Administrator